



**VANCOUVER CIVIC THEATRES BOARD**

**MINUTES**

**SEPTEMBER 25, 2014**

A meeting of the Vancouver Civic Theatres Board was held on Thursday, September 25, 2014, at 12:05 pm, in the Queen Elizabeth Theatre Salon.

**PRESENT:** Rob Haynes, Chair  
Susan Adams  
Michael Noon  
Wendy Soobis  
Karole Sutherland, Vice-Chair  
Karen Wilson

**ABSENT:** Sarah Kim (Sick Leave)

**ALSO PRESENT:** Councillor Elizabeth Ball  
Sandra Gajic, Director, Civic Theatres  
Todd Ayotte, Deputy Director, Civic Theatres  
Richard Newirth, Managing Director, Cultural Services

**CITY CLERK'S OFFICE:** Charlene Imai, Meeting Coordinator

**Leave of Absence Requests**

MOVED by Wendy Soobis  
SECONDED by Michael Noon

THAT the following Board members be granted Leaves of Absence:

- Susan Adams - October 23, 2014
- Karole Sutherland - October 23 and November 20, 2014.

CARRIED UNANIMOUSLY

**Approval of Minutes**

MOVED by Susan Adams  
SECONDED by Wendy Soobis

THAT the Minutes of the Vancouver Civic Theatres Board meeting held on July 17, 2014, be approved as circulated.

CARRIED UNANIMOUSLY

## 1. Chair's Comments

Rob Haynes, Chair, reported on the following:

- Mr. Haynes expressed his appreciation to Sandra Gajic, Director of Civic Theatres, for her method of reporting out on all aspects of the civic theatres - very useful information for Board members.
- As a representative of the Vancouver Civic Theatres Board and the BC Entertainment Hall of Fame, Mr. Haynes will be attending the induction ceremony of Leonard Schein to the BC Entertainment Hall of Fame, at the Opening Gala of the Vancouver Film Festival, which will also be attended by Mayor Robertson and Councillor Ball.
- Mr. Haynes received an invitation from the Director of Taipei Economic and Cultural Office to attend their celebration of economic development and their National Day, on October 3, 2014. Mr. Haynes, representing the Vancouver Civic Theatres Board, will attend.
- Two years ago, 273 people attended the Orpheum tours; this year, tours of this national historic site were conducted to over 1000 people - national, local and more international tourists than ever before, including USA, Japan, Singapore, Germany, to name a few. Mr. Haynes commended Michael Noon for his assistance with the tours. Mr. Noon advised that during his recent visit to The 5<sup>th</sup> Avenue Theatre in Seattle, he noted no tours were available for that theatre.
- Mr. Haynes briefly spoke to the TicketLeader status, noting the Director will give further details later in the meeting.
- Board terms expire December 7, 2014, and the application process commences in October.
- Fashion Week was held on the QET Plaza - a number of tents and a multi-media screen were set up for this event.

## 2. Resident Companies Report

Karen Wilson reported on the following:

- Recent email communication with the regular users regarding any concerns, updates.
- The recent passing of IATSE member, Fred Wharton.
- The departure of Jeff Alexander from the Vancouver Symphony Orchestra.
- Sought clarification from staff regarding the holding time of an event and was advised the time is held indefinitely unless there is a challenge.
- Any change or easement in the liquor laws, specifically relating to Vancouver's civic theatres?

- Internet access in the Playhouse; Ms. Gajic advised staff are looking at IT issues in all venues.
- Rental grants - some users require longer lead time for grants.
- Concerns expressed about the size of the round tables and the availability of dedicated risers, in the Annex.
- Bach Choir printed brochures not available - if Board members want a copy, email Karen and she will forward the electronic version of the brochure.

### 3. TicketLeader Update

Rob Haynes provided an update on the status of the TicketLeader proposal, and noted that some shows were not being booked until it was confirmed where the City was going with TicketLeader.

It was noted that further to a meeting held with the City Manager that the City will not impose TicketLeader on any of the theatres' licensees/resident companies, and Mr. Haynes and Ms. Gajic have been asked to compose a letter.

Board members agreed a rescission letter be sent as soon as possible to those licensees who received a letter on May 15, 2014, advising them of the City's TicketLeader proposal. Therefore, it was

MOVED by Michael Noon  
SECONDED by Susan Adams

THAT a further letter be sent to the Vancouver Civic Theatres licensees, by October 6, 2014, rescinding the previously sent letter dated May 15, 2014.

CARRIED UNANIMOUSLY

### 4. Director's Report

Sandra Gajic, Director of Vancouver Civic Theatres, reported on the following, and responded to questions:

- Finance, including the Revenues and Expenditures for eight months ending August 31, 2014. Board members expressed their appreciation for the detailed reporting format.
- HR/Staffing, including Audience Services.
- Bookings: Ms. Gajic and Richard Newirth, Manager, Cultural Services, responded to questions, including an explanation of the theatre grants process.
- Marketing and Communications: The Board requested staff to involve Wendy Soobis in the process.

The Board sought clarification on their role as Board members, and it was agreed this could be an item for discussion at the next meeting.

Board members requested the Director to advise the Board of potential programming for all four venues - QET, Playhouse, Orpheum, Orpheum Annex.

## 5. House Seats

Rob Haynes, Chair, reviewed and clarified the Corporate Policy regarding House Seats.

Mr. Haynes reminded Board members of their role when they attend an event at any one of the four civic theatres, and made a suggestion that members, after attending an event, complete an online survey through a program familiar to Karole Sutherland. Rob and Karole will meet to discuss and coordinate the survey process.

## 6. New Business

Clarification was requested in reference to "resident companies", "regular users" and "licensees", and staff responded.

## Adjournment

MOVED by Karole Sutherland  
SECONDED by Susan Adams

THAT the Vancouver Civic Theatres Board meeting be adjourned.

CARRIED UNANIMOUSLY

## Next Regular Meeting

DATE: Thursday, October 23, 2014  
TIME: 12:00 noon  
PLACE: Queen Elizabeth Theatre

The Board adjourned at 1:24 pm.

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